

WebTADS FAQ's	
Question/Issue	Answer
<b>Compensatory Time (Comp Time)</b>	
Who can earn comp time?	<p>a. Exempt employees whose salaries exceed the maximum rate for GS-10 are automatically granted compensatory time off in lieu of paid overtime.</p> <p>b. Exempt employees whose salaries are equal to the maximum rate of a GS-10 or lower are paid overtime unless they request compensatory time off in lieu of paid overtime.</p> <p>c. Nonexempt employees are paid overtime unless they request compensatory time off in lieu of paid overtime.</p>
How do I request comp time in lieu of overtime?	<p>Comp time in lieu of overtime may be requested through WebTADS. Instructions for completing the request are found in the WebTADS User Guide.</p> <p><b>Add link to WebTADS user guide here</b></p>
How long do I have to use my comp time?	<p>Authorized compensatory time must be used within seven full pay periods following the pay period in which the comp time was earned. However, for compelling reasons, extensions may be granted to the seven pay period limitation.</p>
How do I request an extension for comp time?	<p>Extensions must be requested by submitting a letter, through organizational line management, to the Deputy Chief Financial Officer. The request must be submitted prior to the expiration of the seven pay period limitation.</p>
What happens when I fail to use my comp time?	<p>a. Exempt employees who fail to use the compensatory time off before the time limit stated above, or any authorized extension, lose their right to compensatory time off and to overtime pay, unless failure is due to a demand of the service beyond the control of the employee. A letter explaining the demand and requesting restoration of the forfeited compensatory time must be sent through organizational line management to the Deputy Chief Financial Officer.</p> <p>b. Nonexempt employees who fail to take authorized compensatory time off prior to the seven pay period limitation or any authorized extension, will be paid for all overtime worked in a given workweek.</p>

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Can you earn Compensatory Time and Night Differential at the same time?	No. Night Differential cannot be paid against compensatory time earned.
<b>Overtime (OT)</b>	
Can an exempt employee whose rate exceeds the maximum rate for a GS-10 earn overtime?	Exempt employees whose salaries exceed the maximum rate for a GS-10 are required to take compensatory time off instead of overtime pay. However, there are instances where the projected workload would make the granting of compensatory time off very difficult. In these instances, a letter requesting overtime pay must be sent through organizational line management to the Deputy Chief Financial Officer. Waivers granted to these employees will be for a maximum of 3 months. If the reasons for paying the employee are still valid at the end of the 3-month period, a new request must be submitted. (A similar letter is required when requesting premium pay for an employee whose salary exceeds the maximum rate for a GS-10 who performs work on a holiday.)
When can I post overtime?	Except for certain employees assigned to a First 40-Hour Tour of Duty, each hour of work in excess of 8 hours in a day, or in excess of 40 hours in an administrative workweek that is officially ordered and approved, and performed by the employee, may be posted as overtime. The minimum credit for overtime worked is one-quarter hour.
What are the limitations for posting overtime hours in a bi-weekly pay period?	Employee's biweekly gross salary plus any overtime earned, night differential, Sunday differential, holiday worked and comp time earned (equivalent to OT rate of the employee) in a given biweekly period cannot exceed the biweekly gross salary of a GS-15 step 10. No overtime or compensatory time off may be granted to an employee whose rate of pay is equal to or is greater than the maximum rate of GS-15.
Can employees post more OT/CTE than they are allowed to earn in a two-week period?	Yes. However, employees will receive a warning message when overtime or compensatory time earned is nearing their allowable maximum. Any earnings above the allowable maximum will be cut.
<b>Credit Hours</b>	
When may credit hours be earned?	The definition of credit hours in law (5 U.S.C. 6121(4)) provides that credit hours may be

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	earned only within an employee's flexible work schedule. This means that an employee may earn credit hours only by working within the flexible time bands established by the agency or union agreement.
What is the maximum number of credit hours that may be carried over to the next pay period?	For a full-time employee, only 24 credit hours may be carried over to the next pay period. For a part-time employee, only $\frac{1}{4}$ of the hours in the employee's biweekly basic work requirement may be carried over to the next pay period.
May employees use credit hours before they are earned?	No. There is no authority in law or regulation to advance credit hours. Time cannot be charged against credit hours until credit hours have been earned.
May credit hours be earned for travel?	Credit hours may not be earned for travel since travel is always ordered by an agency. Travel hours are not hours that an employee elects to work with supervisory approval. Subject to agency policies or the provisions of negotiated agreements, agencies should consider placing employees on standard work schedules during extended periods of travel. (See OPM Handbook on Alternative Work Schedules, paragraph 12n(5).)
May credit hours be earned while at my temporary duty station?	<p>Under certain conditions, an agency may permit an employee to earn credit hours by performing productive and essential work while at temporary duty station. The work that is done must be approved and verified by a supervisor. All of the following conditions must be met to allow an employee to earn credit hours while at their temporary duty station:</p> <ol style="list-style-type: none"> <li>1. The employee must be under a flexible work schedule;</li> <li>2. The employee must perform work within designated hours when credit hours may be earned under the agency's flexible work schedule policy (see 5 U.S.C. 6122(a)(2));</li> <li>3. The employee must elect to perform the work voluntarily;</li> <li>4. The hours of work must be in excess of the basic work requirement for the employee.</li> </ol> <p>If work is required during travel time outside</p>

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	of the employee's basic work requirement, overtime pay must be paid for work that is ordered in excess of 8 hours in a day or 40 hours in a week. (See 5 U.S.C. 6121(6).)
May credit hours be earned for training?	<p>No, credit hours cannot be earned if training or homework is required by an agency. If training is required, it does not constitute hours that an employee elects to work with supervisory approval. (See the definition of credit hours in 5 U.S.C. 6121(4).)</p> <p>Agencies may place employees on a standard work schedule (8 hours a day, 5 days a week, Monday through Friday) during a period of training or on a work schedule that corresponds to the hours of training. Employees must be notified of changes in their basic work schedule in advance of the agency's administrative workweek.</p>
<b>Holiday Time</b>	
Are holidays automatically pre-populated?	No, The field is not automatically pre-populated with hours, however holidays are specially highlighted in red.
What are the requirements for receiving holiday premium pay?	<p>a. Ordered to work by supervisor,</p> <p>b. Work is performed during basic work requirements (hours), and</p> <p>c. Cannot exceed 8 hours for the day.</p> <p>NOTE: If your hourly rate exceeds the maximum rate of a GS-10, a letter requesting payment for holiday worked hours must be approved by the office head/competency director and received in payroll prior to posting the hours on the timesheet.</p>
<b>Job Order Numbers</b>	
If I use a job order for one pay period, do I have to add it again for the subsequent pay period?	No. Job orders are automatically transferred from one pay period to the next pay period.
How will job order numbers be entered into the system?	WebTADS includes a list of "favorite" job orders (project codes) that an employee uses regularly. WebTADS also includes a search function for job orders (project codes).
Will job orders have descriptions?	Yes.
Will I have to pick from every job order at the center or just job orders pertaining to our org?	You will be required to select from a list of all Langley job orders.
<b>Entering Time</b>	

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How often do I need to enter my time?	Current regulations encourage employees to enter their time on a daily basis.
What is the time increment that needs to be entered?	The time increment remains the same as is used today, one-quarter increments.
Can the approver or Point-of-Contact enter time for the employee?	LaRC's policy will require employees to enter his or her own time. The policy will allow the Point-of-Contact or approver to enter time for the employee under special circumstances.
Are Employees required to input in/out times?	No, however supervisors can establish sign-in/out procedures.
What happens when someone does not post his or her own time?	The employee's supervisor, unless they have positive information concerning an employee's leave or absence status, will post 80 hours of duty for the employee. The employee will then take positive action to verify the T&A submitted and make necessary corrections.
When must my time be entered into WebTADS?	Time must be entered by Saturday 12:00 midnight. (end of the pay period).
Will emails be sent out to people to notify them that the timesheets are due?	WebTADS does not send a reminder to employees to enter their time. However, the Center-wide notification (@LaRC) can be utilized to remind employees to enter their time.
Does WebTADS inform you when you post more than 40 regular hours?	Yes. Hours over 40 must be posted to Credit (CRE), Comp (CTE) or Overtime (OT) upon supervisory approval.
How long will I have access to my prior timesheets?	The data will be archived for 3 years on-line and can be accessed through WebTADS.
Will core hours still be applicable?	Yes, if you are on a variable day schedule.
<b>Timesheet Approval</b>	
Who can approve timesheets?	Regulations require the Approving Official to be a supervisor.
When the switch is made to WebTADS, will there still be "super certifiers (approvers)?"	Yes.
How will managers be able to verify what hours I worked?	Signing in/out is no longer required, but supervisors/managers can establish sign in/out procedures within their particular organization. They still have the option to use LF 11, LF 12, and LF 12A.
What are the basic work hours for LaRC?	<p>a. For Variable Day Schedule (VDS) and First-Forty employees: 8:00 AM – 4:30 PM</p> <p>b. For Standard Shift: Normal hours of duty.</p> <p>c. VDS 2<sup>nd</sup> and 3<sup>rd</sup> Shifts: Normal hours of</p>

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	duty.
Pay Period Adjustments	
Can employees do prior pay period adjustments (corrections) to timesheets?	Yes. Employees will be able to request adjustments to prior pay period time sheets for approval (up to three previous pay periods).
System Requirements	
What are the minimum system requirements for accessing WebTADS?	WebTADS is accessible by using Netscape 4.7 or later or Internet Explorer 5.0 or later. All employees will receive a user ID and password to log onto WebTADS. <b>Add URL</b>
Volunteer Time/Graduate Leave	
How do I post Graduate Leave?	Graduate leave will be posted as regular hours.
How may Volunteer time be recorded?	By using the comments field within WebTADS on the timesheet.
Travel Questions	
Can I earn credit hours, comp time, or overtime while on Travel?	Yes. Employees must be working to receive these hours. They cannot be traveling in a plane, etc. For credit hours, employees must have 40 hours before earning credit. They can earn OT/Comp after 8 hours worked on a daily basis with supervisory approval.
What information is needed on the timesheet when an employee goes on travel?	The travel number needs to be posted in the comments field and "OB" needs to be posted in the remarks field.
Can you take the next day off after you return from travel if you get back after a certain time?	Employees who are required to perform official travel and arrive at their residences after 12 midnight, MAY be excused by their supervisors, for a reasonable length of time before reporting for duty, but not in excess of 8 hours.
What hours can I post while at my temporary duty station?	The days at your temporary duty destination you record your actual time working.
If I travel on a weekend, can I record the time on my T&A?	<p><b>VARIABLE DAY EXEMPT EMPLOYEES</b> No. They will be compensated for travel time Monday through Friday only.</p> <p><b>VARIABLE DAY NONEXEMPT EMPLOYEES</b>  <b>Sunday</b> May record as regular hours traveled between 8 a.m. and 4:30 p.m. as time worked.  <b>Saturday</b> 1. May record as regular hours between 8 a.m. and 4:30 p.m.</p>

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	<p>2. May record as overtime/compensatory after 40 hours has been posted AND involves the performance of work while traveling (such as driving a vehicle).</p> <p><b>1<sup>ST</sup>-40 EMPLOYEES</b></p> <p><b>Sunday</b> May record as regular hours if the employee works at their duty station immediately before leaving or if they perform duties immediately upon arrival at their temporary duty station.</p> <p><b>Saturday</b> The same rule applies if the 1<sup>st</sup>-40 hours have not been completed by Saturday of the workweek. Travel hours cannot be posted after 40 hours has been reached.</p>
If I travel for just one day, how do I record my time?	<p><b>VARIABLE DAY EXEMPT EMPLOYEES</b> One-day travel is 8 a.m. to 4:30 p.m.</p> <p><b>VARIABLE DAY NONEXEMPT EMPLOYEES</b> Record the entire day, including travel time.</p> <p><b>1<sup>ST</sup>-40 EMPLOYEES</b> Record the entire day, including travel time.</p>
Are the Time & Attendance rules the same for flying or driving?	Yes.
When on foreign travel, it is stated that you have a 24-hour rest period before reporting on duty. If you have to travel say 2-3 hours from the airport, is this considered part of your 24-hour rest period?	Yes.